



How to Set Up an Electronic Funds Transfer (EFT) Account

Taxpayers can update their account to allow for EFT using a paper form or by using Revenue Online.

- **Paper:** Download the Electronic Funds Transfer Account Setup for Tax Payments ([DR 5785](#)) and mail to the address listed on its upper-left corner, or fax to (303) 205-5779.
- **Online:** Access your [Revenue Online](#) account and follow the instructions below:

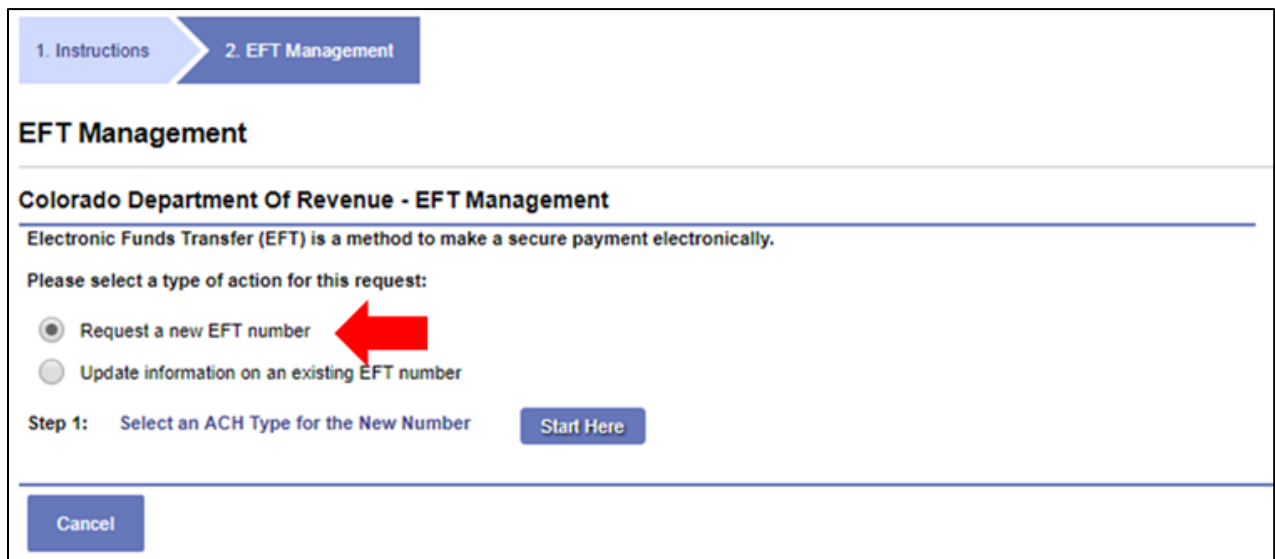
Step 1: Click Add/Change an EFT Account.

The screenshot shows the Revenue Online dashboard. At the top, there's a navigation bar with 'Revenue Online' and a 'Log Off' button. Below this is a 'Home' link. The main content area is divided into sections: 'Lemon' (with a 'Settings' button), 'Alerts' (showing 'There are no alerts'), and 'I Want To' (containing links like 'Submit a Power of Attorney', 'Add / Change an EFT Account', 'View My EFT Account Numbers', 'Send us a message', 'Manage payments and returns', and 'Make a payment'). A red arrow points to the 'Add / Change an EFT Account' link. Below these sections are 'Individual' and 'Customer Names & Addresses' sections. The 'Accounts' section at the bottom has a 'Filter' dropdown and a table with columns for 'Individual Income Tax', '39134378', 'Annual', 'JON DOE', '1375 SHERMAN ST DENVER CO 80261-0001', and '\$0.00'. A 'View More...' button is also present.

Step 2: Click Next.

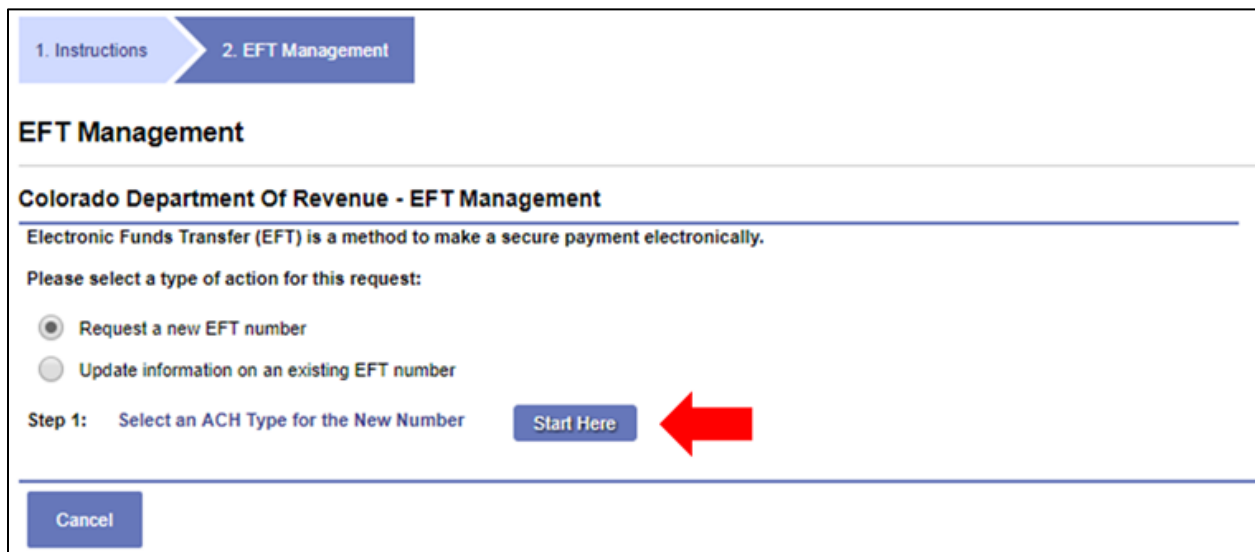
The screenshot shows the 'Instructions' page for setting up an EFT account. It has a 'Purpose' section with bullet points explaining the service and a 'Please allow two business days before using the EFT service after submitting your request' note. Below this is an 'Eligibility' section with a bullet point for 'Valid Federal ID'. To the right is an 'Information Needed To Continue' section with bullet points for 'Federal ID (SSN, ITIN, FEIN)', 'Address Information', 'Contact Information', and 'Account ID'. At the bottom, there are 'Cancel' and 'Next >' buttons. A red arrow points to the 'Next >' button.

Step 3: Click on the radio button that says Request a new EFT number.



The screenshot shows the 'EFT Management' interface. At the top, there are two tabs: '1. Instructions' and '2. EFT Management', with '2. EFT Management' being the active tab. Below the tabs is the title 'EFT Management' and a subtitle 'Colorado Department Of Revenue - EFT Management'. A descriptive sentence reads: 'Electronic Funds Transfer (EFT) is a method to make a secure payment electronically.' Below this, a prompt says 'Please select a type of action for this request:'. There are two radio buttons: 'Request a new EFT number' (which is selected and has a red arrow pointing to it) and 'Update information on an existing EFT number'. Below the radio buttons, it says 'Step 1: Select an ACH Type for the New Number' followed by a 'Start Here' button. At the bottom left is a 'Cancel' button.

Step 4: On the same screen, click Start Here.



This screenshot is identical to the one above, showing the 'EFT Management' interface. The 'Request a new EFT number' radio button is selected. In this view, a red arrow points to the 'Start Here' button, which is located to the right of the text 'Step 1: Select an ACH Type for the New Number'. The 'Cancel' button remains at the bottom left.

Step 5: Next select your preferred ACH type. Select only one, then click OK.

EFT Credit or Debit Type

Please Select An ACH Type For Your New EFT Number

ACH Debit
ACH Debit allows you to self-manage payments to the Department of Revenue (DOR) by initiating payments online through Revenue Online or through "E-Payment Options" at www.Colorado.gov/Tax, or by phone at 877-265-6338 (877-COLOEFT). You tell the DOR how much to debit from your bank account and what day to debit the account, and which tax type and period to which the payment should be applied.

ACH Credit
ACH Credit is a method of making payments to the Department of Revenue (DOR) by managing the payments through a financial institution, which then credits the DOR's bank account. The financial institution may charge a fee for this service.

ACH Debit ☒ ACH Credit ☐ Required

OK Cancel

Step 6: Click Enter Taxpayer Information.

1. Instructions 2. EFT Management

EFT Management

Colorado Department Of Revenue - EFT Management

Electronic Funds Transfer (EFT) is a method to make a secure payment electronically.

Please select a type of action for this request:

☒ Request a new EFT number
☐ Update information on an existing EFT number

Step 1: Select an ACH Type for the New Number Edit

EFT Type ACH Debit

Step 2: Enter Taxpayer Information Information Required

Cancel Previous Submit

Step 7: Fill out all the required information, then click OK.

Taxpayer Information

Taxpayer Information

Federal ID Type *Required* Type *Required* Mailing
Federal ID *Required* Country USA
Taxpayer Name JON DOE Street 1375 SHERMAN ST
Street 2
City DENVER State COLORADO
Zip Code 80261-0001

Contact Information

This EFT is used by a third party ☐ Type *Required*
Contact Name *Required*
Phone *Required* Type *Required*
Email *Required*

OK Cancel

Step 8: Click on Select Account Types for EFT for tax types you want to pay with EFT.

EFT Management

Colorado Department Of Revenue - EFT Management

Electronic Funds Transfer (EFT) is a method to make a secure payment electronically.

Please select a type of action for this request:

☒ Request a new EFT number
☐ Update information on an existing EFT number

Step 1: Select an ACH Type for the New Number Edit
EFT Type ACH Debit

Step 2: Enter Taxpayer Information
Federal ID Type Social Security Number Taxpayer Name
Federal ID abc@abc.com
Contact Phone (303) 777-7777

Step 3: **Select Account Types for EFT** Information Required

Cancel Previous Submit

Select Tax Types

?

✕

Please Select The Accounts You Would Like To Register EFT F

Filter

Select	Account Type	Account ID
<input type="checkbox"/>	Individual Income Tax	27361446-002-IND

OK

Cancel

Step 9: Click Submit once all steps are complete. Click the Home icon in the top left corner of Revenue Online. To view the new EFT account number, then click on “View My EFT Account Numbers.”

Revenue Online

Log Off

Home

Logon

Jon_Doe

Jon Doe

william.gorsuch@state.co.us

Last logged on 05/01/2018

Balance: \$0.00

Settings

Alerts

There are no alerts

I Want To

Submit a Power of Attorney

Add / Change an EFT Account

View My EFT Account Numbers

Send us a message

Manage payments and returns

Make a payment

Individual

39134378

Customer Names & Addresses

Legal Name JON DOE

EFT Account Summary

Log Off

Home > EFT Account Summary

EFT Account Summary

Filter

EFT Number	Credit	Debit	Taxpayer Name	Contact Email	Contact Phone		
371444444	<input checked="" type="checkbox"/>			abc@abc.com	(303) 777-7777	Edit	Print

Step 10: The system automatically generates an email and message for you to view in Revenue Online with instructions on what comes next. To view this message, navigate to the home page again. Then, click on the Correspondence tab. There will be an unread message titled Electronic Funds Transfer Request Received.



ACH Debit: You will receive a temporary PIN. After your initial login using the temporary PIN code, you will be prompted to immediately set up your own permanent password. The message also specifies when the EFT system will be available. It is usually 2 business days after their request is submitted.